

~~M~~ ~~N~~ ~~A~~ ~~M~~ ~~H~~ ~~S~~ ~~D~~ ~~R~~

B D	Human Resources
B E	Associate Vice President, Human Resources

- b. ~~D~~ is a person who believes that he/she has experienced the conduct described in the policy and who seeks remediation under the policy.
- c. ~~D~~ is a statement of facts including a record of the date, time, location, and names of witnesses.
- d. ~~H~~ ~~A~~ ~~D~~ is the AVP Human Resources, the designated Manager.
 - i. The respondent's direct line exempt supervisor when the conduct occurred.
 - ii. The Dean, VP Students or Director of Student Affairs.

g.

- complainant's or respondent's official student file or personnel file.
- iv. When the issue is dealt with by the advisor, the manager will be advised as to whether or not there was successful resolution of the issue was achieved.
 - v. The advisor may refer any case of discrimination, bullying or harassment to the formal investigation process at any time where informal resolution is not appropriate to the specific case or the complainant requests a formal investigation. The advisor will request u.001 T0p10157T

